

**2<sup>nd</sup> Revision** (groups of 3) Keep this paper for future reference.

Name of the Author (your name) \_\_\_\_\_

- 1) Two people should edit each story. Make notes and mark up each others' papers. The first time through, pay particular attention to capitalization, punctuation (question marks, periods, commas etc.) and spelling.

- a) **Punctuation** – Look for “¿” at the beginning of a question and “?” at the end. Or for “¡” (upside down exclamation marks) at the beginning and “!” at the end.

-To make a “¡”, hold the ALT button and type (using the number pad) 173 – then let up the ALT button.

-To make a “¿”, hold the ALT button and type 168 – then let up the ALT button.

-To make a “ñ”, hold the ALT and type 164 – then let up the ALT.

-ALT 160 = á      -ALT 161 = í      -ALT 162 = ó      -ALT 163 = ú      -ALT 130 = é

**Note:** You can also add all the accents by finding and using the symbols from the Latin Subset in the “Insert” menu.

- b) **Spelling** – if you know a word is misspelled, mark it. If you are not sure, but think it might be misspelled, put a question mark by it and have the author double check it.

**Important:** when you type your next revision, (double spaced) you can change the language in Microsoft word and have it check the spelling. This works for almost all accents. Some you will manually have to add with symbols or the ALT buttons.

-Go to “review” on the menu bar and choose the “Set Language” button. It is a red check mark to the right of the Thesaurus.

-Select any of the Spanish languages – it won't make a difference.

-Select detect the language automatically.

-Finally, if you want the language as a default, click on the default button and press OK.

**For Google Docs** – go to file, languages, español

- 2) After editing the punctuation and spelling, read the story again and answer the following questions:

Name of the 1<sup>st</sup> person editing the story \_\_\_\_\_

- 1) Did you understand at least 85-90% of the Spanish in the story? (if not the author needs to revise and simplify the story)
- 2) Did it make sense? If no, what didn't make sense?
- 3) How many vocabulary words did you not understand? Write the exact number here. \_\_\_\_\_
- 4) Did you understand the plot? If no, what didn't you understand?
- 5) What did you like about the story?
- 6) What would you change about the story?

Name of the 2<sup>nd</sup> person editing the story \_\_\_\_\_

- 1) Did you understand the story?
- 2) Did it make sense? If no, what didn't make sense?
- 3) How many vocabulary words did you not understand? Write the exact number here. \_\_\_\_\_
- 4) Did you understand the plot? If no, what didn't you understand?
- 5) What did you like about the story?
- 6) What would you change about the story?